South Carolina Department of Public Safety

OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS

SCDPS Grants

https://www.scdpsgrants.com/

January 2022

SCDPS Grants
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SCDPS Grants
General Information

SCDPS Grants is the OHSJP's customized version of SLED's Homeland Security Grants Management System known as "SPARS" (State Preparedness Assessment and Reporting Service)

For technical assistance with the program, please contact the K2Share Support Services Center:

Phone: 844-488-7676

Hours of Operation: M-F 8 a.m. – 8 p.m. Eastern

Email: spars@k2share.com

SCDPS Grants
General Information

BROWSER REQUIREMENTS

Windows

This site requires Microsoft Internet Explorer 5.5 or higher, Mozilla Firefox 1.0 or higher, or other compatible browsers that support frames, Javascript, cookies and Secure Sockets Layer protocol (SSL). Using older browsers, non-compatible browsers or disabling browser features, such as Javascript, cookies and SSL, may reduce site functionality.

Macintosh

This site requires Microsoft Internet Explorer 5.5 or higher, or other compatible browsers that support frames, Javascript, cookies and Secure Sockets Layer protocol (SSL). At this time, Netscape browsers are not supported. Using older browsers, non-compatible browsers or disabling browser features, such as Javascript, cookies and SSL, may reduce site functionality.

If you are accessing this site through a firewall or proxy, check with your Network Administrator to determine if cookies are permitted.

How do I determine which browser I am using?

Windows

From your browser, go to the Help menu and choose "About...." A screen will appear showing which browser and version you are using.

Macintosh

From your browser, go to the Apple menu. Choose either "About Netscape" or "About Internet Explorer." A screen will appear showing which version you are using.

How do I upgrade to another browser?

Internet Explorer

Go to Microsoft Internet Explorer Download. Instructions provided there will help you with download and installation.

Mozilla Firefox

Go to Firefox Download. Instructions provided there will help you with download and installation.

Please note: The system will not be fully functional if using Safari

SCDPS Grants-General Info.
Status Review

Denied: A grant application which has been denied by the OHSJP.

Revision Request: A grant application which has been awarded/released by the OHSJP, and the subgrantee has created and submitted a revision to the OHSJP.

Build: A grant application which has been created by the applicant, but not yet submitted.

Under Review: A grant application which has been submitted to the OHSJP and is currently being reviewed by OHSJP.

Submitted: A grant application which has been created by the applicant, and submitted to the OHSJP.

Released: A grant application which has been approved and awarded by the OHSJP. The approved version of the application is now able to be viewed and revised.

SCDPS Grants
New User Registration

In order to create, edit, and submit an application, new users must submit a registration request via *SCDPS Grants* https://www.scdpsgrants.com.
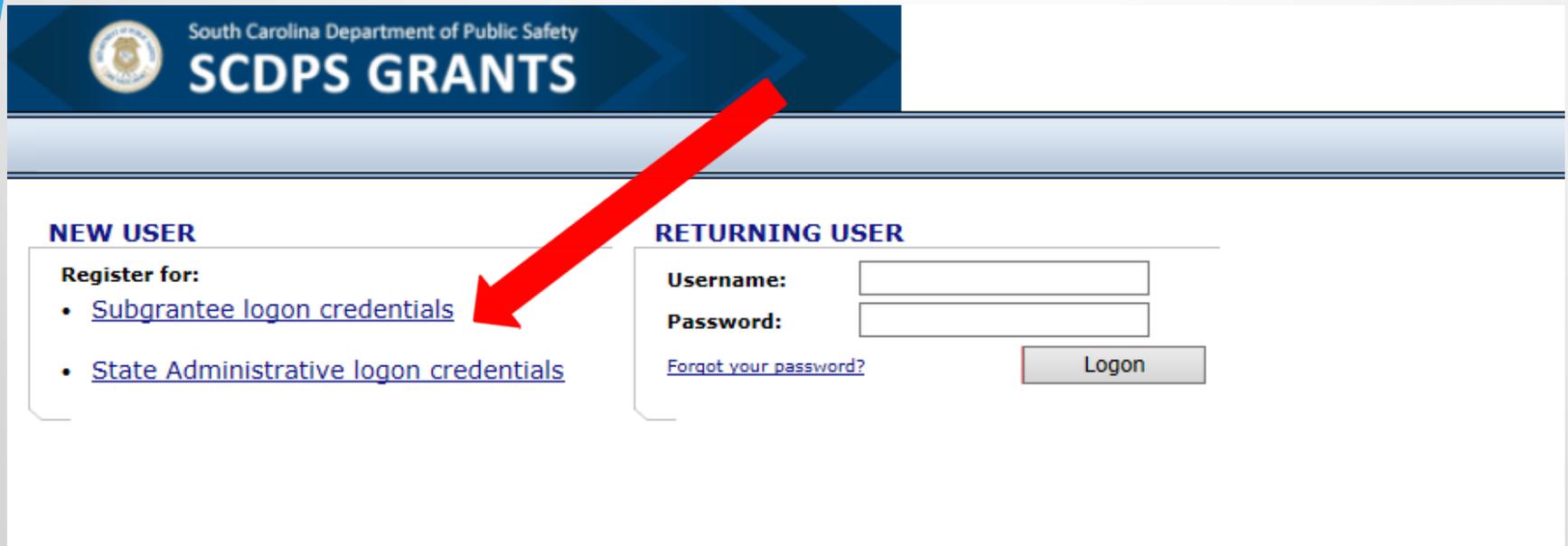
Multiple users can be associated with a Subgrantee/Agency account, each with their own unique credentials.

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New User Registration

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STEP 1: REGISTRATION INFORMATION

Please enter the required information in the fields provided. When you are finished, click the **Continue to Step 2>>** button to proceed.

Title:		Sheriff ⌄
First Name:	»	Charles
Last Name:	»	Chaplin
Agency:		Golden Age Sheriff's Office
Address:	»	1000 Hollywood Lane
City/State/Zip:	»	Clemson , SC ⌄ 29631
Phone:	»	8645448888
Fax:		8645448889
E-mail:	»	cchaplin@goldenage.net

Cancel Registration   **Continue to Step 2 >>**

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New User Registration

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New User Registration

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STEP 3: LOGON CREDENTIALS FOR CHARLES CHAPLIN

Please select a username and password to access the system.

The username must be at least 5 characters in length.

All passwords must adhere to the following Department of Homeland Security (DHS) rules:

Must be at least 6 characters in length
Must contain at least one upper case character
Must contain at least one lower case character
Must contain at least one numeric character
Must contain at least one special character from '_#!@%&*$'

Username:	»	CChaplin
Password:	»	» **Confirm:**
Security Prompt:	»	
Answer:	»	
Reason:	»	Please provide a reason for your request to access this system.

Always indicate the grant programs for which you are responsible in this box (e.g. JAG, Formula, Highway Safety, etc.)

<< Return to Step 2   **Complete Registration**

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New User Registration

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Registration Completed

Your registration information has been submitted to the State Administrative Agency (SAA). You will be notified either via e-mail or phone after a verification process has been completed.

SCDPS Grants
Application Submission

Locate the grant program for which you are applying in the Grant drop down box.
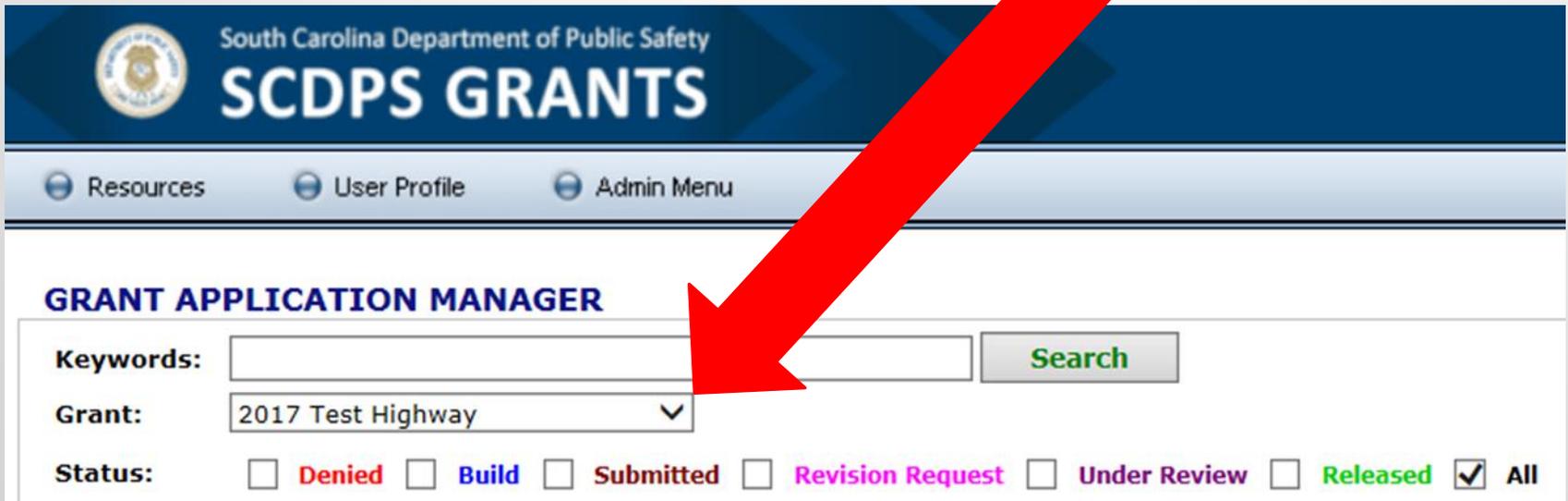
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GRANT APPLICATION MANAGER

Keywords:		**Search**
Grant:	2017 Test Highway ∨	
Status:	☐ **Denied** ☐ **Build** ☐ **Submitted** ☐ **Revision Request** ☐ **Under Review** ☐ **Released** ☑ **All**	

SCDPS Grants
Application Submission

Click the Create Applications button.

Your created grant applications will appear in a list in the Grant Applications section in a "Build" status. Click the Edit button to begin working on your application.

GRANT APPLICATION

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- Project Details
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- Program Narrative
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- Documents

STATE OF SOUTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
Office of Highway Safety and Justice Programs
Justice Assistance Grant Program

The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) has been designated as the State Administrative Agency (SAA) of the Justice Assistance Grant (JAG) Program for South Carolina. The purpose of the JAG Program is to assist state agencies and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system. Special emphasis is placed on projects that advance national and state drug control priorities. In accordance with the JAG, grant funds may be awarded to state agencies and units of local government for the purposes of enforcing state and local laws that establish offenses similar to offenses established in the Controlled Substances Act (21 U.S.C. 801 et seq.); improving the functioning of the criminal justice system; and emphasizing prevention and control of violent crime and serious offenders. Grants may provide for personnel, equipment, training, technical assistance, and criminal justice information systems for the more widespread apprehension, prosecution, adjudication, detention and rehabilitation of persons who violate criminal laws. In addition, funds are available for projects that facilitate the implementation of innovative initiatives aimed at crime and drug control.

Application Deadline:
Application #: T17132
Grant #:
Award Date:

Save often, you may log out/in to your saved application and work on it periodically prior to submission.

ACTIONS

Save	Save your application progress across all tabs
Submit	Submit your application to the State for review. This will lock your application and you will no longer be able to make changes.
Print	Export your application as a PDF for saving/printing.
Cancel	Cancel and return to the Grant Application Manager

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Application Submission

Click through each tab to complete each field. Fields with a red bar are mandatory.

The Overview and Terms & Conditions tabs are for informational purposes only and do not require an entry. You may upload attachments to the Documents tab.

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Application Submission

Thoroughly review all information in each tab before clicking on the submit button.

You will not be able to make further edits once the application is submitted.

ACTIONS

Button	Description
Save	Save your application progress across all tabs
Submit	Submit your application to the State for review. This will lock your application and you will no longer be able to make changes.
Print	Export your application as a PDF for saving/printing.
Cancel	and return to the Grant Application Manager

Upon submission your application will change to a "Submitted" status and will only be available for viewing and printing.

Grant Number	Status	Grantor	Match	Total	
	Submitted	$113,101.00	$12,567.00	$125,668.00	[view]
	Submitted	$103,865.00	$11,541.00	$115,404.00	[view]

SCDPS Grants Revisions

Always consult with your Program Coordinator prior to creating a revision.

From the Grant Application Manager screen, select the appropriate grant program from the Grant drop down box

Locate the awarded/released grant application for which you would like to request a revision. You may either click on the Application name in blue, or click on "revise" in blue to open up the application.

SCDPS Grants
Revisions

SCDPS Grants
Revisions

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Revision History

Revise	Start a new revision

Click the Revise button to start a new revision.

ACTIONS

Print	Export the application as a PDF for saving/printing
Cancel	Cancel and return to the Grant Application Manager

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Revision History

Version 1.1 Revision Request:

> **Save & Continue**

Make sure to save as you work through the revision.

Explain in detail the justification for revision and summarize what is being requested:

Submit Revision	Save and Submit revisions for approval
Revert	Cancel revisions and revert to previous version
Cancel	Cancel unsaved changes and return to Grant Application Manager

Click on the tab which contains the information you would like to revise.

ACTIONS

Print	Export the application as a PDF for saving/printing
Cancel	Cancel and return to the Grant Application Manager

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Revisions

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Garrick Test Subgrantee | Garrick, Test | 2017 Test H

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Click the trash can icon to the right of a line item to delete that line item.

CATEGORIES

⊞ **PERSONNEL - SALARIES:**

Position Title	Annual Salary/Rate	% of Time On Project	GRANTOR	TOTAL
PT Regular Project Activity Hours (1,560-2,496 hours)	43000	100	$43,000	$43,000
		TOTAL SALARIES:	$43,000	$43,000

PERSONNEL - FRINGE BENEFITS, EMPLOYER PORTION:
(Itemize - i.e FICA, Work, Comp, Retirement, etc.)

Click the plus (+) sign at the head of any category to add a line item to that category.

Description	Rate	X Base		
Social Security & Medicare (FICA)	1	638	$638	$638
Retirement	1	7850	$7,850	$7,850
Workers Compensation Insurance	1	2362	$2,362	$2,362
Unemployment Insurance				
Health Insurance	1	6526	$6,526	$6,526
Dental	1	176	$176	$176
Pre-Retirement Death Be				
Accident Death Be fficers)	1	880	$880	$880
Other (List er fringes in budget narrative)				
TOT NEFITS:			$18,432	$18,432
		TOTAL PERSONNEL:	$61,432	$61,432

⊞ **CONTRACTUAL SERVICES:**
(Describe services to be performed)

Description	Cost	Quantity		
			$0	$0
		TOTAL CONTRACTUAL SERVICES:	$0	$0

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GRANT APPLICATION

Overview	**BUDGET DESCRIPTION**: List items under each Budget Category Heading. Explain exactly how each item listed in your budg necessity of these items, as they relate to the operation of the program, be established. Please provide descriptions only. No
Project Details	
Agency Details	PT Project Activity Hours within the range of 1,560-2,496 regular hours per year and allowable fringe benefits, to be adjusted proportionally to activity hours worked and Annual/Sick/Holiday hours earned while performing regular project
Budget	
Budget Narrative	
Program Narrative	DataMaster DMT
Program Narrative - Counts	SFST
Implementation Schedule	Speed Measurement Device Operator
Acceptance of Audit Requirements	Traffic Collision Investigation-At Scene-Phase I
Terms & Conditions	Traffic Collision Investigation-Technical-Phase II
Certification by Project Director	Traffic Collision Investigation-Reconstruction-Phase III
Certification by Financial Officer	Travel: Mileage reimbursement (up to current IRS mileage rate) for travel associated with project activities, including the aforementioned approved trainings.
Certification by Official Authorized to Sign	Other: Office Supplies-thermal paper.
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If making changes to the Budget tab, please ensure that you reflect those changes in the Budget Narrative tab also.

ACTIONS

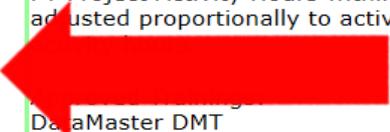|	
Print	Export the application as a PDF for saving/printing
Cancel	Cancel and return to the Grant Application Manager

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Revision History

Version 1.1 Revision Request:

Save & Continue   inue

Again, make sure to save as you work through the revision.

Explain in detail the justification for revision and summarize what is being requested:

Submit Revision	Save and Submit revisions for approval
Revert	Cancel revisions and revert to previous version
Cancel	Cancel unsaved changes and return to Grant Application Manager

Do not forget to provide a detailed summary of the requested changes and a justification for the request.

ACTIONS

| **Print** | Export the application as a PDF for saving/printing |
| **Cancel** | Cancel and return to the Grant Application Manager |

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| Certification by F...ancial Officer |
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Revision History

Version 1.1 Revision Request:

| Save & Continue | Save changes and continue |

Explain in detail the justification for revision and summarize what is being requested:

TEST REVISION

Submit Revision	Save and Submit revisions for approval
Revert	Cancel revisions and revert to previous
Cancel	Cancel unsaved changes and return to

Message from webpage

? Are you sure you want to submit this revision?

OK   Cancel
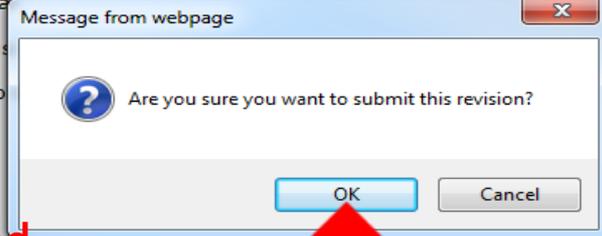
When all changes have been entered and saved, and the justification box has been completed, click the green Submit Revision button. A pop-up box will appear to confirm, click OK.

ACTIONS

| Print | Export the application as a PDF for saving/printing |
| Cancel | Cancel and return to the Grant Application Manager |

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Revision History

Version 1.1 Revision Request Submitted

Version 1.1
View Errata (1 to 1.1)
Agency Notes:
TEST REVISION

Version 1
View Errata (0 to 1)   **View Application**

You may click the top blue View Errata button for a quick snapshot view of changed tabs.

Errata sheets will be available to document the changes which occurred on each revision.

Please notify your Program Coordinator that you have submitted a Revision Request.

ACTIONS

| **Print** | Export the application as a PDF for saving/printing |
| **Cancel** | Cancel and return to the Grant Application Manager |

SCDPS Grants-Revisions
Modification Request

The OHSJP may require additional information to process a revision request. In this case, the user will receive an auto-generated email notification that their revision has been sent back for a modification. An example is below. The reason for the modification request is in the body of the email. Use this information to inform your changes to the revision.

From: Grant_applications@scdpsgrants.com [mailto:Grant_applications@scdpsgrants.com]
Sent: Friday, September 20, 2019 3:41 PM
To: Brunson, Joi P.
Subject: [External] Grant Application Revision - Modification Request

NOTICE EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.

The following grant application revision has been sent back to you for modification.

Reason: **TEST-Please submit justification for request.**

Subgrantee: **Garrick Test Subgrantee**
Grant: **2017 Test Highway**
Project: **Dexter County Traffic Enforcement Unit**

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SCDPS Grants-Revisions
Approval

When a revision is approved, the user will receive an auto-generated email notification that their application has been released. An example is below.

From: Grant_applications@scdpsgrants.com [mailto:Grant_applications@scdpsgrants.com]
Sent: Friday, September 20, 2019 2:49 PM
To: Garrick, Shawnee M.
Subject: [External] Grant Application Released

NOTICE EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.

The following grant application has been released.

Subgrantee:	**Garrick Test Subgrantee**
Grant:	**2017 Test Highway**
Project:	**Dexter County Traffic Enforcement Unit**

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SCDPS Grants-Revisions
Rejected

When a revision is disapproved, the user will receive an auto-generated email notification that their application has been "Rejected". An example is below. In this case, the application will revert back to its most recently approved version.

From: Grant_applications@scdpsgrants.com [mailto:Grant_applications@scdpsgrants.com]
Sent: Friday, September 20, 2019 3:31 PM
To: Brunson, Joi P.
Subject: [External] Grant Application Revision Rejected

NOTICE EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.

The following grant application revision has been rejected.

Reason: **Disapproval Test-Joi**

Subgrantee: **Garrick Test Subgrantee**

Grant: **2017 Test Highway**

Project: **Dexter County Traffic Enforcement Unit**

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Revision History

[**Revise**]   Start a new revision

Version 3
View Errata (2 to 3)
Agency Notes:
Test justification for third test.

Approvals: Joi Brunson 9/20/19   Aloysius Anderson 9/20/19

Version 2.2
View Errata (2 to 2.2)   View Application
Agency Notes:
Test revision request #3
State Notes:
TEST-Please submit justification for request.

Version 2.1 (Disapproved)
View Errata (2 to 2.1)   View Application
Agency Notes:
Revision Test #2
State Notes:
Disapproval Test-Joi

Approvals: Joi Brunson 9/20/19

Version 2
View Errata (1 to 2)   View Application
Agency Notes:
TEST REVISION

Approvals: Joi Brunson 9/20/19   Aloysius Anderson 9/20/19

Version 1
View Errata (0 to 1)   View Application

Each version of the grant application is tracked/saved in the Revisions tab and available for download as a PDF for saving/printing.

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Thank you and good luck!